



# **ETEC 4391 Work-Based Mentorship Course Handbook**

## Table of Contents

Program Objectives.....	3,4
Program Procedures and Student Responsibilities.....	4,5,6
Employer Responsibilities.....	6, 7
Faculty Advisor Responsibilities.....	6
Where to Submit Forms.....	7
Internship Release and Indemnity Agreement.....	8
Application and Plan for Internship Program.....	9, 10, 11

## Department of Engineering Technology Sam Houston State University

### *ETEC 4391 Work-Based Mentorship Course Handbook*

#### **PROGRAM OBJECTIVES**

---

The internship program in the Department of Engineering Technology at Sam Houston State University is designed to provide experience-based learning opportunities deemed important by employers, students, and faculty. As a means of becoming involved in the educational process, many employers are establishing internship programs for students. The visible presence of an internship program at Sam Houston State University (SHSU) encourages, acknowledges and strengthens relationships with the community and industry. Students must seek an internship experience at the end of junior and/or senior year.

#### **Student achievements/benefits resulting from participation in the program include:**

- Integration of classroom theory with actual experience in the workplace and field.
- An opportunity to examine the structure and functions of the firm, organization, agency, and industry.
- An opportunity to evaluate career options and choices.
- Development of professional contacts.
- An opportunity to develop and enhance communication skills.
- Partial coverage of educational expenses through the wages received from the assignment.
- Enhancement of permanent placement potential, starting salary, and position options.
- Development of interpersonal relations and soft skills.
- Acquisition of practical skills desired by many employers.
- Development of personal independence, work expectations, and required responsibilities.

#### **The program meets several needs of the employers, including:**

- Internships may provide a source of well-motivated and productive employees.
- The program may help facilitate recruitment for a company.
- Interns often permit better utilization of higher salaried personnel.
- The program provides an opportunity to be involved in the academic programs.
- Students may bring innovative ideas, perspectives, and methods to the work site.

**While faculty are not the primary beneficiaries of the internship program, the program is an excellent faculty development activity with the following benefits:**

- Faculty observe and interact with companies within their specialty areas which provides a means of updating technology, management strategies, and technical information.
- Faculty observe first-hand the student's integration of classroom theory with application. As a result, faculty may refine their curricula.
- Opportunities to evaluate student performance outside the classroom help faculty write stronger letters of recommendation for students.
- Faculty members may engage in research or other partnerships with industry.

---

### **STUDENT ELIGIBILITY**

---

- Must complete at least 32 hours of eligible course work including 21 credit hours of advanced courses within the academic major for your degree program or the 15 credit hours within the academic minor for your minor. *Some internships may specify courses/credit hours to have been completed.*
- Must be a student in good academic standing at SHSU.
- Transfer students become eligible upon the successful completion of one full-time semester if all other eligibility requirements are fulfilled.
- Must have an internship at a company and physically be at a jobsite/office. No remote/online internship are allowed unless there is a strong justification.
- If you are in the Industrial Technology Trades and Industry Certification Program, please contact the Certification Program Coordinator for requirements, (see page 7 for contact information).

## Student Process and Responsibilities

- Visit the faculty advisor to discuss securing an internship, the application process, activities and objectives, and completion requirements (e.g., weekly reports or special report) and finalize plans for the internship. ***Students are responsible for securing their own internships. The department offers career fairs to help students in their internship search.***
- Arrange for registration and payment of tuition and fees as approved by advisor. Based on your DegreeWorks requirements, you will enroll in either 3 or 6 credit hours of ETEC 4391 Work-Based Mentorship. This course is offered fully online.
- Complete the application and submit to the supervising faculty advisor with all fields complete and your signature.
- Accept/decline the position and inform the faculty advisor.
- Provide other information or applications as specified by employer. All materials should be typed/word processed.

### Prior to beginning the internship or while on the job

- Complete and send weekly progress reports, as specified by the faculty advisor.
- Inform the employer of the faculty advisor's visit and arrange time for all three (student, employer, faculty advisor) to meet, if possible.
- Provide employer with the Employee Evaluation Form.
- Faculty advisor may assign additional assignments for satisfactory completion of the course.

### While the internship is implemented at the internship job site

- Complete final work site and Student's Evaluation of Internship form and return to faculty advisor by the date specified on the application and/or course syllabus.
- Complete a special project report if required and submit to the faculty advisor by the date specified on the application and/or course syllabus.
- Prepare a presentation, to be given at a selected time or delivered by video.

### Student requirements for completing the Internship Program

- Students will receive 3 or 6 academic hours of credit based on the student's degree requirements.
- A minimum of 100 internship work hours per semester credit hour is required.
- Registration for internship credit may be concurrent with the internship activities or the following semester as approved by the Faculty Advisor **PRIOR** to the initiation of the internship.
- ETEC 4391 content is delivered online and requires weekly work experience documents, resume/ references, LinkedIn profile, one online video assignment and a final presentation to be delivered on campus or by video.

### **EMPLOYER RESPONSIBILITIES**

---

- The work assignment must provide experience related to one of the major or minor fields of study in the Department of Engineering Technology.
- The responsibilities of the position should be such as to provide the student meaningful and challenging opportunity above that of general labor such as technical or managerial responsibility.
- The position should provide work/internship experiences for the duration of the internship.
- The employer will assist in the development, implementation and achievement of the student's learning objectives and special project, if appropriate.
- The employer will complete an evaluation of the student's work near the end of the internship assignment period and fax, mail or send electronically to the faculty advisor.
- The employer will notify the faculty coordinator of any dissatisfaction with a student's work, personality, or other problems that may arise on the job.
- If the employer feels termination is necessary, the faculty advisor must be notified in advance of such action.
- Compensation - It is anticipated that student interns will receive compensation based upon duties and assignments specified by the firm/agency. On occasion it may be advantageous for the student to accept an internship with no pay.
- The employer is expected to accept all legal responsibility for each intern as an employee.

### **FACULTY ADVISOR RESPONSIBILITIES**

---

- Counsel prospective intern students.
- Maintain communication with interns and employers during the internship. The instructor is encouraged to make an on-site visit with each student and employer during the internship experience if the travel distance is within reason. A phone call/conference call may be established in the case of long distance.
- Evaluation of student, based upon:
  - Employer's evaluation of student intern.
  - Instructor's evaluation of student's weekly and final reports and the presentation, if applicable.
- Conduct follow-up communications with the employer (issues regarding the intern, future opportunities for interns, etc.).

*The internship site supervisor should be given the opportunity to review your presentation before it is given to the internship advisor for review. This procedure will help to avoid releases of any confidential or restricted information regarding the firm or organization.*

**Email, submit through Blackboard, mail, or deliver all forms:**

If delivering documents in person, please deliver to the Engineering Technology Department reception desk in Suite 400 of the Fred Pirkle Building. If mailing or emailing, see the information below for which professor you should submit the documents.

**Fall and Spring Semester Faculty Advisor for ETEC 4391 Work-Based Mentorship Course**

**Dr. Faruk Yildiz**

Department of Engineering Technology  
P.O Box 2088  
Sam Houston State University  
Huntsville, TX 77341-2088  
Email: [fx001@shsu.edu](mailto:fx001@shsu.edu)  
Phone: 936-294-3774

**Summer Semester Faculty Advisor for ETEC 4391 Work-Based Mentorship Course**

**Dr. Min Jae Suh**

Department of Engineering Technology  
P.O Box 2088  
Sam Houston State University  
Huntsville, TX 77341-2088  
Email: [mjs068@shsu.edu](mailto:mjs068@shsu.edu)  
Phone: 936-294-1228

**Certification Program Coordinator**

**Dr. Faruk Yildiz**

Department of Engineering Technology  
P.O Box 2088  
Sam Houston State University  
Huntsville, TX 77341-2088  
Email: [fx001@shsu.edu](mailto:fx001@shsu.edu)  
Phone: 936-294-3774

*Sam Houston State University*  
*A Member of the Texas State University System*

**Department of Engineering Technology**

**INTERNSHIP RELEASE AND INDEMNITY AGREEMENT**

---

Student's Name: \_\_\_\_\_ Course/Section# \_\_\_\_\_

Internship organization/employer/agency: \_\_\_\_\_

Dates of Internship: Beginning \_\_\_\_\_ End \_\_\_\_\_

Faculty Internship Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

I understand that I will be performing this internship voluntarily and upon my own initiative, risk, and responsibility. In consideration for the permission extended to me by the supervising organization to obtain this experience and in further consideration for Sam Houston State University facilitating this arrangement, I (for myself, my heirs, executors, and administrators) release, discharge, and agree to indemnify Sam Houston State University, the supervising organization, the faculty members named above, and each and all of the university's agents and employees who have facilitated my internship, acting officially or otherwise, from any claims on account of my death or on account of any injury to me or for damage to my property which may occur from any cause in connection with this internship regardless of whether such death, injury, or damage is caused by the negligence of the supervising organization or Sam Houston State University. I intend that the indemnity provided for in this agreement is a guarantee by me to indemnify Sam Houston State University and its agents and employees from the consequences of their negligence, whether that negligence is the sole or concurring cause of the death, injury, or damage.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_

Student's Signature \_\_\_\_\_



# APPLICATION AND PLAN FOR INTERNSHIP PROGRAM

DEPARTMENT OF ENGINEERING TECHNOLOGY

P.O. BOX 2088

SAM HOUSTON STATE UNIVERSITY

HUNTSVILLE, TX 77341

Student's name \_\_\_\_\_ SAM I.D. # \_\_\_\_\_

Local Address \_\_\_\_\_ Street \_\_\_\_\_ Home Address \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Local Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Major/Option \_\_\_\_\_

Credit Hours Completed \_\_\_\_\_ Cumulative Grade Point Average \_\_\_\_\_

Credit Hours Within Major \_\_\_\_\_ Major/Minor Grade Point Average \_\_\_\_\_

Supervising Agency/Company \_\_\_\_\_

Phone Number \_\_\_\_\_

Company Address \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of Enterprise or Business \_\_\_\_\_

Date of Internship: Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

Internship Position Title (if appropriate) \_\_\_\_\_

Major Courses Taking or Completed:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_

Continue on next page

## Learning Objectives from your Company Internship:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_

Required Credit Hours (select): 3 or 6 Semester to register for ETEC 4391: \_\_\_\_\_

I agree to complete the internship and will prepare weekly reports and a detailed, word-processed final report explaining my internship activities, including any suggestions for improvement of the program. I will prepare a presentation and deliver the presentation as required by my faculty advisor. I will submit the report by \_\_\_\_\_

Date

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date

I have reviewed this Plan for Internship and found it consistent with the student's educational objectives.

\_\_\_\_\_  
ETEC4391 Course Instructor\_\_\_\_\_  
Date

The cooperating agency agrees to provide the student an opportunity to obtain actual experience in the areas outlined above. The student's immediate supervisor will be responsible for evaluating the student's performance and forward to the internship advisor at the end of the internship.

\_\_\_\_\_  
Supervisor's Name and Company\_\_\_\_\_  
Job Title\_\_\_\_\_  
Supervisor's Signature\_\_\_\_\_  
Date

Address (if different from company): \_\_\_\_\_  
Street

\_\_\_\_\_  
City\_\_\_\_\_  
State\_\_\_\_\_  
Zip Code

Telephone \_\_\_\_\_ FAX Number \_\_\_\_\_ Email Address \_\_\_\_\_